



TRAVIS COUNTY  
invites applications for the position of:  
**Constable Deputy**

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**SALARY:** \$52,454.27 Annually

**OPENING DATE:** 02/01/22

**CLOSING DATE:** 04/01/22 11:59 PM

**JOB SUMMARY:**

Performs timely service of all criminal and civil processes issued by the courts and enforces local, state and federal laws; under moderate supervision engages in investigatory duties.

**DISTINGUISHING CHARACTERISTICS:**

This job is within the Non-TCSO POPS job family. It is an entry-level job within the uniformed Constable series.

**DUTIES AND RESPONSIBILITIES:**

- Delivers and executes civil process papers, maintains records and files of executions received.
- Seizes property under court orders and holds auction on levied property.
- Enforces local, state, federal, and compulsory school attendance laws as required.
- Responds to inquiries and serves as liaison to other agencies and the public.
- Transports prisoners to jail and may transport persons committed to mental institutions to state hospital.
- Serves warrants, makes arrests.
- Serves as a bailiff for Justice of the Peace court.
- Responds to major emergencies and disasters.
- May perform the following additional duties (varies with the precinct assigned):
- Provides building security services and person inspections.
- May perform traffic related functions.
- Checks title and serial numbers on vehicles, maintains patrol vehicles, and searches for missing persons.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

**Education and Experience:**

Requires a High School diploma or equivalency certificate with no felony convictions. Must be at least 21 years of age or at least 18 years of age with 60 or more hours of accredited college credits or 2 years of military service with an honorable discharge.

**Licenses, Registrations, Certifications, or Special Requirements:**

Requires active peace officer license.

## **Knowledge, Skills, and Abilities:**

### **Knowledge of:**

- Criminal Justice System.
- Law enforcement process and arrest practices.

### **Skill in:**

- Effective communication.
- Use of firearms.

### **Ability to:**

- Write incident reports.
- Execute warrants.
- Respond to unexpected situations in a reasonable and professional manner.
- Safely operate a police vehicle.

## **WORK ENVIRONMENT & OTHER INFORMATION:**

Constant standing, handling, use of vision, depth perception. Frequent reaching, forceful gripping, use of fine dexterity. Occasional sitting, walking, climbing, kneeling/crouching, bending/squatting, lifting, carrying, pushing/pulling, talking. Exposure to excessive heat and cold (outdoor conditions); job may involve danger due to contact with criminals and suspects. Must be able to perform physical functions associated with operating a motor vehicle, safely operate a firearm, radio equipment and computer equipment.

Travis County employees play an important role in business continuity. As such, employees can be assigned to business continuity efforts outside of normal job functions.

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.**

Work Hours: 8:00 AM to 5:00 PM; Monday through Friday  
Works some holidays, nights and weekends

Department: Constable 2

Location: 10409 Burnet Rd., Austin

Drug and Alcohol Test Required  
TCOLE Exam Required  
Physical and Psychological Exam Required  
Typing Test  
Criminal, Driving and Education Background Check Required.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.traviscountytexas.gov/human-resources/jobs>

Position #21-06513  
CONSTABLE DEPUTY  
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OUR OFFICE IS LOCATED AT:  
700 Lavaca Street, 9th Floor  
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512-854-9165  
[careers@traviscountytexas.gov](mailto:careers@traviscountytexas.gov)

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